**Joint Safety and Occupational Health Training Program Online Training Requirements**

Students are required to complete all online courses listed below prior to attending the resident phase. Students are required to provide a copy of the course certificates during in-processing.

**Combat Readiness University** - <https://www.lms.army.mil> - Log into the site with AKO credentials; In the Catalog search field, click the “Browse by Category”; select the “Army Safety Center” or “combat Readiness/Safety Center”. Select the required course and register.

* Accident Avoidance Course **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* Additional Duty Safety Course **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* Commander's Safety Course **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* Composite Risk Management Basic Course **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_

 (or equivalent for other services)

* Emergency Planning **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* Military Briefings **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* Supervisor's Safety Course (DL) **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* Theories of Accident Causation **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_

**Defense Acquisition University** - <http://www.dau.mil> - Enter the website; select "Continuous Learning" in the "DAU Global Top 5" box and scroll the pull down menu to "Browse Continuous Learning Modules". Select the appropriate tab of the first three letters of the course # and then select the course form the list provided.

* CLE009 - System Safety in Systems Engineering **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* CLC024 - Basic Math Tutorial **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* CLC011 - Contracting for the Rest of Us **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* ACQ101 - Fundamentals of System Acquisition Management **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE:*** For ACQ 101 – Enter the website; scroll over “I Need Training”; select “Course Schedule” in the drop box; scroll down and click on ACQ-101 at the top of the course list; Click on “Apply for Course” at the bottom of the page. Select the appropriate DoD Organization. Select “Navy or Marine Corps, Military and Civilian”; Select a sign-in option. Update profile if prompted; Scroll over “Register-Now” and select “DAU Training”. This will take you to the ATRRS training application system. Sign in to Register-Now. Select “All Other Dept of Navy employees” and sign in. Select “Apply for Training”. This will pop up a Registration Form. Complete the Registration Form. Select “DAU Classroom and Web Courses” under step one. Step Two, select “ACQ 101-Fundamentals of Systems Acquisition Mgmt” form the drop down menu. Step Three, select “Search” button. Your complete application form will appear. In the “Comments” section, we recommend you add a note to your supervisor that this course is one of the required pre-requisites. Click on “SUBMIT THIS APPLICATION”.

This is not a user friendly process. It will ask you for your supervisor information and email. This is required in order to receive credit for the course. Additionally, they will contact your supervisor to ensure you are authorized to take the course.

**Defense Ammunition Center** - <http://ammo.okstate.edu> - Select "Training" under the "Available Products"; select the "Distance Learning" radial button and select "View"; scroll to the desired course and select.

* AMMO 45: Introduction to Ammunition **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
* AMMO 63: U.S. Army Explosives Safety (4 Sub courses) **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
Ammo-77-CPE(Characteristics of Propellant Explosives)  **Date Completed**: \_\_\_\_\_\_\_\_\_\_\_\_
Ammo-81-HC (Hazard Classification) **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_
Ammo-81-IQD (Introduction to Quantity Distance) **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_
Ammo-81-OPS (Operational Safety) **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_

**Federal Emergency Management Agency - Emergency Management Institute** - <http://training.fema.gov/IS/crslist.asp> - Select course from list provided.

* IS-00242 - Effective Communication **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_
* IS-00235 - Emergency Planning **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_
* IS-3 Radiological Emergency Management **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_

**Army Training Support Center** - <https://atiam.train.army.mil> - Login; select "My Courses"; select the pull down menu labeled "Type"; select Distributed DL/Keyword; type in a key word from the course title; select "Search"; select the course number and enroll.

* IS1460 Effective Army Writing - (Directions): When on the site go to "My Courses". On the pull down menu under "Type" select "Distributed DL/Keyword". Under "Keyword" type "writing". **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_
* 131-P00 - Action Officer Development Course (AODC) (Directions): Same as right above except under "Keyword" type "Action". **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_

**National Institutes of Health** - <http://sis.nlm.nih.gov/enviro/toxtutor.html>

- Go directly to the site and select Toxicology Tutor I.

Toxicology Tutorial I – Basic **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_

Note: the toxicology tutorial does not have an end of course examination or a certification. The general knowledge gained by completing the course will prepare students for resident training in the area of industrial hygiene which is a corner stone of the certification examination that is executed near the end of the CP-12 course. Completion of the toxicology tutorial will be through the honor system.

All students must be competent with Microsoft Office products prior to attending the course. Local education centers offer basic computer competency exams for skill assessment. At a minimum, each student must be competent at Microsoft Word, PowerPoint and Excel. Basic and advanced, online, self paced courses are also available at <http://usarmy.skillport.com> or a service specific site. Microsoft also offers free online training at the following website:

**Microsoft Office Training** - <http://office.microsoft.com/en-us/training/>

Enter website, scroll down to 2007 courses

* Microsoft Word **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_
* Microsoft PowerPoint **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_
* Microsoft Excel **Date Completed**:\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| //Student Signature// |  | //Supervisor Signature// |
| Name:  |  | Name: |
| Position:  |  | Position: |
| Organization:  |  | Organization: |

Additional Information

Each student is required to maintain an AKO account. An AKO user identification and password is required to access some of the online training prerequisite courses and will also be used during resident training. Active duty Army, Army Reserve, Army Retired, DA Civilians are authorized a full account. Air Force, Navy, and Marine Corps personnel will require sponsorship through as a guest account. For guest accounts follow the procedures listed below:

 1. Go to <www.us.army.mil> <<http://www.us.army.mil/>>

 2. Select "Register for AKO"

 3. Select "Joint Account"

 4. For Army Sponsor AKO email enter: vicki.arnesonbaker@us.army <mailto:vicki.arnesonbaker@us.army> .